



1997 ECONOMIC CENSUS
ADMINISTRATIVE AND OTHER SUPPORT SERVICES

OMB No. 0607-0827: Approval Expires 10/31/99

DUE DATE FEBRUARY 12, 1998

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return your completed report to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Toll-free assistance, 8:00 a.m. to 8:00 p.m., eastern time, Monday through Friday:

1-800-233-6136

Please read the accompanying instructions before answering the questions.

Census use

SV-7302

(Please correct any errors in name, address, and ZIP Code.)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Item 1. EMPLOYER IDENTIFICATION NUMBER
Is the Employer Identification Number (EIN) shown in the label the same as the one used for this establishment on its latest 1997 Employer's Quarterly Federal Tax Return, Treasury Form 941?

094 1 ☐ Yes 2 ☐ No – Report current EIN below

(9 digits)

Item 2. PHYSICAL LOCATION

a. Is this establishment's physical location the same as the address shown in the label? (P.O. box and rural route addresses are not physical locations)

093 1 ☐ Yes 2 ☐ No – Report physical location below

Number and street

City, town, village, etc.

State

ZIP Code

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?

095 1 ☐ Yes 3 ☐ No legal boundaries
2 ☐ No 4 ☐ Do not know

c. In what type of municipality is this establishment physically located?

096 1 ☐ City, village, or borough
2 ☐ Town or township
3 ☐ Other – Specify
4 ☐ Do not know

d. In what county (e.g., Dade County) is this establishment physically located?

Item 3. OPERATIONAL STATUS Number of months

a. How many months during 1997 was this establishment actively operated?

002

b. Which of the following best describes this establishment's status at the end of 1997? Mark (X) only ONE box.

001 1 ☐ In operation
2 ☐ Temporarily or seasonally inactive
3 ☐ Ceased operation – Give date at right
4 ☐ Sold or leased to another operator – Give date at right AND enter name, etc., below

Figures only

Month

Year

Name of new owner or operator

Number and street

City

State

ZIP Code

Item 4. LEGAL FORM OF ORGANIZATION

Which of the following best describes this establishment's legal form of organization during 1997?

Mark (X) only ONE box.

003 1 ☐ Individual owner (sole proprietorship)
2 ☐ Partnership – Mark (X) this box if you file a partnership Federal income tax form.
5 ☐ Government – Specify
0 ☐ Corporation – Mark (X) this box if you file a corporate Federal income tax form, including Subchapter S corporations.
9 ☐ Other – Specify

HOW TO REPORT DOLLAR FIGURES

Dollar figures should be rounded to thousands of dollars.
Example: If a figure is \$1,125,628.79 report

Preferred
Acceptable

Mil-lions (000)	Thou-sands (000)	Dol-lars (000)
1	126	
1	125	629

Item 5. DOLLAR VOLUME

OPERATING RECEIPTS of this establishment in 1997

Collection agencies should include **commissions**, plus gross recoveries from purchased receivables. Do not report gross amounts collected on a commission basis.

Industrial development organizations should report total revenue, including contributions, gifts, and grants.

Mil. Thou. Dol.

010

Item 6. PAYROLL

Payroll in 1997, BEFORE DEDUCTIONS

a. Annual

Mil. Thou. Dol.

030

b. First quarter (January–March)

031

Item 7. EMPLOYMENT

Number

Number of paid employees for pay period including March 12, 1997 (Include both full- and part-time employees)

032

CONTINUE WITH ITEM 8 ON PAGE 2

Item 8. KIND OF BUSINESS OR ACTIVITY

a. Mark (X) the ONE box which best describes the business or activity that accounted for the MAJOR portion of this establishment's receipts in 1997.

Document preparation and court reporting services070

Typing, word processing, or other secretarial services7338101

Resume writing services7338102

Court reporting or stenotype services7338201

Telephone call centers

Telephone answering services7389301

Electronic voice mail services4813031

Telemarketing bureaus – selling, taking orders, soliciting information, etc. on a contract basis7389071

Telemarketing center – selling this company's own products and services – Describe products or services sold5000001

Business service centers (including duplicating and mailing services)

Quick printers – Reproducing text, drawings, plans, etc., using offset-type duplication, electrostatic type devices, or digital or nonimpact imaging2752101

Other printing services – Describe2700001

Photocopying and duplicating services7334001

Other reproduction or duplication services – Describe7334002

Private mail centers (providing mailbox rental, postal and shipping services, and related business support services)7389801

Mail presorting and mailing services7389981

Direct mail advertising services, except mail list services7331201

Post office contract stations7389961

Credit bureaus, collection, and repossession services

Collection agency7322101

Mercantile credit reporting agency7323101

Consumer credit reporting agency7323201

Adjustment bureau7322201

Recovery and repossession services7389181

Other administrative and business support services

Packaging and labeling services7389501

Convention and trade show organizers or management services7389701

Convention and visitor bureaus7389061

Economic/industrial development organization8748501

Sign painting and lettering shops7389101

Water softening and conditioning services7389401

Other – Describe7777775

Sound recording industries

Record producers (contracting with musical artists and arranging and financing the production of original master recordings)8999931

Integrated record production and distribution (primarily engaged in releasing, promoting, and distributing sound recordings)8999951

Music publishing except sheet music and music books.8999941

Sound recording studios (independent establishments recording musical performances – not engaged in production or distribution)7389011

Other – Describe7777776

Item 8. KIND OF BUSINESS OR ACTIVITY – Continued

a. Continued

Other services070

Auctioneering service (selling for others on a commission or fee basis)7389972

Auction house – primarily selling own goods or consigned merchandise5999921

Bail bonding7389951

Trading stamp sales office7389601

Trading stamp redemption store7300001

Interior design service7389201

Industrial design service7389161

Credit card processing7389941

Other kind of activity – Describe7777777

b. Was this establishment primarily engaged in providing management, administrative or support services to other establishments of the same company (rather than for the general public or other business firms) in 1997?

4151Yes

2No

Item 9. SOURCES OF RECEIPTS

Report receipts by source either in dollar figures (see example for item 5) or as percentages (in whole percents) of the total – see example below.

Please do **not** combine data for two or more receipts lines.

Line a – Report receipts from services such as editing, word processing (typing), or related secretarial services. Receipts from photocopying and other duplicating services should be reported on line c.

Line l – Report receipts from packaging and labeling, on a contract basis, products normally intended for retail distribution, including the filling of pressure containers. Receipts from packing and crating for shipping should be reported on line s.

Line m – Include the sales of signs made to individual order.

HOW TO REPORT PERCENTS

If figure is **38.76%** of total sales:

• Report whole percents

Not acceptable

Mil.

Thou.

Dol.

Per-cent

39

38.76

Sources of receipts

Census use

ESTIMATES are acceptable. Report dollars OR percents.

Mil.

Thou.

Dol.

Per-cent

400

401

402

a. Document preparation service2750

b. Telephone call services

(1) Telephone answering (answering calls and relaying messages to clients)2801

(2) Telemarketing (providing inbound and outbound call services for selling products and services, taking orders and reservations, providing information, etc.)2802

c. Photocopying, reproduction, and other duplicating services (including quick printing)2850

d. Fax service2900

e. Postal, shipping, and mailing services

(1) Mailbox rental2951

(2) Postal and shipping services2952

f. Commissions from collection or adjustment of open debts on accounts

(1) Consumer accounts3001

(2) Commercial accounts3002

ITEM 9 CONTINUED ON PAGE 3

CONTINUE ON PAGE 3

FORM SV-7302

Item 13. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION – Continued									
d. How many establishments operated under the Employer Identification Number shown in the label (or as corrected in item 1) AT THE END of 1997? If more than one, provide the physical location address and other information indicated below for each establishment. The headquarters location should be first, followed by all other locations. If more room is needed, continue in the same format in REMARKS or on a separate sheet of paper. Estimates are acceptable if book figures are not available.								Number	
								079	
1	Name					1997	Mil.	Thou.	Dol.
	Number and street					Receipts	081		
	City			State	ZIP Code	Annual payroll	082		
	Kind-of-business description					Paid employees for pay period including March 12			
						083			
						Census use 088			
2	Name					1997	Mil.	Thou.	Dol.
	Number and street					Receipts	081		
	City			State	ZIP Code	Annual payroll	082		
	Kind-of-business description					Paid employees for pay period including March 12			
						083			
						Census use 088			
3	Name					1997	Mil.	Thou.	Dol.
	Number and street					Receipts	081		
	City			State	ZIP Code	Annual payroll	082		
	Kind-of-business description					Paid employees for pay period including March 12			
						083			
						Census use 088			
REMARKS – <i>Please use this space for any explanations that may be essential in understanding your reported data.</i>									
Item 14. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.									
Period covered by this report		FROM: Mo. Year		TO: Mo. Year		Name of person to contact regarding this report – <i>Print or type</i>			
Telephone		Area code		Number		Extension		Title	
Signature of authorized person								Date	